

HOLLAND TOWNSHIP COMMITTEE  
REGULAR MEETING AGENDA  
April 16, 2013

**MEETING CALLED TO ORDER BY**

*If you haven’t already done so, please turn off or silence all electronic equipment*

**FLAG SALUTE**

*“At this time, I would like to invite the audience to join the Committee in reciting the Pledge of Allegiance”*

**CLERK READS OPEN PUBLIC MEETING STATEMENT**

Adequate notice of this meeting was given pursuant to the open public meeting act, by the Township Clerk on **December 20, 2012** by:

- 1) posting such notice on the bulletin board at the municipal building and on the Holland Twp website
- 2) mailing the same to the Hunterdon County Democrat and the Express-Times.

**APPROVAL OF MINUTES OF THE:** March 19, 2013 Regular Meeting and Executive Session

**APPROVAL OF BILLS AS SUBMITTED**

CURRENT FUND		
	BUDGET AND APPROPRIATION RESERVES	30,396.91
GRANT FUND		2,312.01
	BUDGET AND APPROPRIATION RESERVES	
GENERAL CAPITAL FUNS		37,976.04
	BUDGET AND APPROPRIATION RESERVES	
SEWER FUND		
	BUDGET AND APPROPRIATION RESERVES	570.34
SEWER CAPITAL		
	BUDGET AND APPROPRIATION RESERVES	
ANIMIAL CONTROL		
	BUDGET AND APPROPRIATION RESERVES	903.00
ESCROW		
	ESCROW FUNDS	
COAH		
	Developer Fees	
	TOTAL CHECKS ISSUED	
Other disbursements		72,158.30
PRIOR CHECKS		
AMY KIRK		489.00
EVA VELEZ		482.50
TRAN-BRIDGE		1,163.00
		2,134.50
TOTAL PAYMENTS PRESENTED TO TOWNSHIP COMMITTEE		
		74,292.80
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**PRESENTATION**-Hunterdon County 300<sup>th</sup> Celebration Committee Chairwomen, Marcia Karrow and County Administrator Cynthia Yard County 300<sup>th</sup> Celebration

- Brief description of the events of the 300<sup>th</sup> Birthday of the County

**OLD BUSINESS FROM TOWNSHIP COMMITTEE**

**-RESOLUTION**-Cancellation of COAH Lien

**RESOLUTION**  
Authorizing Cancellation of  
a Mortgage Held by the Township of Holland

**WHEREAS**, in or about 1992 the Township of Holland ("Township") created the Holland Township Housing Rehabilitation Program ("Program") to fund housing rehabilitation projects for low and moderate households within the Township; and

**WHEREAS**, the funding for the Program has been, for the most part, from federal and state funding sources; and

**WHEREAS**, in 2008, pursuant to the terms of the Program, HCDSI made arrangements to lend \$24,485 to Jeffrey and Karen Capone from Program funds so that they could make improvements to their home to make it comply with the Uniform Construction Code requirements; the funding for the loan came from the revolving fund of the Community Block Grant Program; and

**WHEREAS**, on August 14, 2008 Jeffrey and Karen Capone executed a mortgage and note to Holland Township Housing Rehabilitation Program in the amount of \$24,485; and

**WHEREAS**, subsequent August 14, 2008 rehabilitation work was done to the Capone residence in accordance with the Program, but there were certain construction and code issues that increased the cost of the work to \$43,473; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Committee of the Township of Holland, County of Hunterdon, state of New Jersey resolve as follows:

1. The Township has been paid in full for the note and mortgage and it is appropriate to cancel the mortgage;
2. The Mayor, Clerk and Municipal Attorney are authorized to execute such documents and to take such steps as are necessary to carry out such action.

-2013 BUDGET-Public Hearing/Final Adoption

**RESOLUTION**

**FINAL ADOPTION OF THE**

**HOLLAND TOWNSHIP 2013 BUDGET**

**BE IT RESOLVED**, by the Township Committee, Township Of Holland, County of Hunterdon, State of New Jersey that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations and authorization of the amount of:

- (a) \$0.00 for municipal purposes, and
- (b) \$0.00 for school purposes in Type I School District only (N.J.S. 18A:9-2) to be raised by taxation, and
- (c) \$0.00 to be added to the certificate of amount to be raised by taxation for local school Purposes in Type II School Districts only (N.J.S. 18A:9-3) and certification to the County Board of Taxation of the following summary of general revenues and appropriations.
- (d) \$0.00 Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy
- (e) \$0.00 Minimum Library Tax

**-RESOLUTION-2013 Salaries**

**2013 SALARY**

BE IT RESOLVED, by the Holland Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, that the 2013 salaries and wages., fall within the ranges established by the Township Ordinance, for the positions listed below shall be as follows:

<b>Position (Name)</b>	<b>Salary</b>
Township Committee (Bush)	4,000.00
Township Committee (Krov)	4,000.00
Township Committee (Roselle)	4,000.00
Township Committee (Scheibener)	4,000.00
Township Committee (Vogel)	4,000.00
Township Clerk (Miller)	62,473.46
Registrar (Miller)	5,099.96
Deputy Township Clerk (Moser)	27,318.33
Deputy Registrar (Moser)	2,679.09
Substitute Secretarial Help (Hammerstone)	15.56
Substitute Secretarial Help (Kolonia)	15.56
Township Web (Tigar)	25.64
Chief Finance Officer (Rees)	42.87
Finance Assistant/Bookkeeper (Kinney)	18.22
Qualified Purchasing Agent (Hance)	5,000.00
Tax collector (Luthringer)	25,719.30
Sewer Rent Collector (Luthringer)	6,429.83
Licensed Sewer Operator (Aller)	5,795.42
Tax Assessor (Trivigno)	35,594.51
Planning Boards Secretary (Kozak)	21.37
Zoning Secretary Kozak)	21.37
Zoning Officer (Tigar)	8,760.08
Development Regulations Officer(Tigar)	4,458.01
Perc Witness (Davis)	18.21
Dog Licensing Official (Kinney)	17.77

<b>POLICE</b>	-
Police Chief (Harris)	103,101.36
Police Secretary (Pursell)	41,116.59
Deputy Police Records Custodian (Pursell)	1,607.46
Emergency Management Secretary (Pursell)	1,427.42
<b>Police Officer per signed contract</b>	
<b>PUBLIC WORKS</b>	
DPW Superintendent (Turdo)	85,588.87
<b>DPW Workers Per signed contract</b>	
DPW Seasonal (Stoner)	12.00
<b>Part Time Snow Removal</b>	
Croasdale	23.12
Scott	23.12
<b>Board Secretaries-per meeting attended</b>	
Parks and Recreation Secretary (Kozak)	84.70
Board of Health Secretary (Hammerstone)	84.70
Environmental Commission Secretary (Kozak)	84.70
Historic Preservation Secretary (Kirby-McDonough)	84.70
Agriculture Advisory	84.70
<b>Recycling Center</b>	
Bellick	9.11
Grogan	16.07
Patrey	12.86
Faber	9.11
Robbins	8.89
<b>Buildings and Grounds</b>	
Faber	12.86
Alfons Mayer	18.91
Kuphal	11.60
<b>Cleaning Municipal Bldg. (Howarth) per week</b>	167.18
<b>Prosecutor (Mott)</b>	7,104.96
<b>Public Defender (Wilhelm)</b>	1,253.28
<b>Riegel Ridge Community Center</b>	
Director (Neglia)	51,250.00
Assistant (Cyphers)	25.63
<b>Member Services Representatives</b>	
Marie Mayer	12.30
<b>Front Desk Staff</b>	
Kristin Blair	8.71
Kenworthy	12.00
Kraynanski	8.71
Mahoney	9.11
Perotta	8.71
Rosado, J	9.65

Smith	8.71
Verdi	8.50
Pecchia	8.50
Livermore	8.50

#### **Child Watch**

Patrey	8.71
Peters	8.71

#### **Instructors and Program Staff**

Deckert	15.76
Mahoney	(Cheer Coach) 15.00
Mahoney	(Toddler Time Instructor) 15.76
Stopinski	15.00

#### **Trainers**

Deckert	25.63
Hatch	25.63
Plasters	25.63
Cleaning (Mc Henry) per cleaning	28.98
Additional Cleaning Mats (Mc Henry)	16.07

#### **COURT**

*Per Mayor's Agreement: #@ 1.5 %*

Judge (Novak)	4,573.96
Admin (Lingsch)	6,801.92
Deputy (Wozniak)	2,139.54
Clerical	9.10
Bench Log per Court session	9.10
Guard per session pro-rated	120.00

#### **LIAISON REPORTS**

#### **NEW BUSINESS FROM TOWNSHIP COMMITTEE**

**-Camera Quote-(Vogel)**

**-Authorization-**to construct a fence around the Riegel Ridge Community Center Grove area (Vogel)

**-Approval of Raffle Application:** (To be held May 10, 2013 and May 17, 2013 6:00-11:00 p.m. Riegel Ridge Community Center)

- Application for Raffle 2013-4 **Del Val All Sports Booster Club Inc.** - On-Premises Draw Raffle for Cash (50/50)

**-Approval to participate** in the Middlesex Regional Educational Services Commission 2013 cooperative electricity purchasing program bid (Krov)

**-Authorization for Mayor to sign and Municipal Clerk to submit** the following letter to the Highlands Council:

Herbert August, Grants Administration Manager  
New Jersey Highlands Council  
100 North Road  
Chester, NJ 07930

Re:     *Redistribution of the approved Highlands Council implementation Plan and Schedule pursuant to Highlands Council Resolution 2011-15, May 19, 2011*

Dear Mr. August,

*It was brought to our attention that the Highlands Council is allowing municipalities to request a redistribution of funds already allocated to various tasks. We fully understand that the tasks are not to be altered but upon consultation with our professionals and the expertise of the Highlands Council we believe that some of the monies allocated to specific tasks need to be reallocated.*

*It is our belief that our project components should be as follows:*

Task 1	Fair Share Plan	\$ 5,000
Task 2	Highlands ERI	\$ 2,000
Task 3	Highlands Element	\$10,000
Task 4	Land Use Inventory	\$ 5,000
Task 4b	Ag Retention/farmland Pres. Plan	\$15,000
Task 5	Highlands Land Use Ordinance	\$13,000
Task 6	Planning Area Petition Ordinance	\$ 0
Task 7	Checklist Ordinance	\$ 0
Task 8	Water Use & Management Plan	\$80,000
Task 9	Habitat Cons & Management Plan	\$10,000
Task10	Stream Corridor Protection & Restoration Plan	\$25,000
Task 11	Municipal Zoning Map update	\$ 5,000
Task 12	Cluster Development Feasibility. Analysis	\$ 2,500
Task 13	Wastewater Management Plan	\$ 3,000
Task 14	Highlands Council Training	\$ 2,500
Task ?	Redevelopment & Brownfield Opportunities	\$10,000

*Holland Township has completed Tasks 6 (Planning Area Petition Ordinance) and Task 7 (checklist Ordinance). We have submitted the invoices for those tasks and the Highlands Council has reimbursed Holland Township.*

*Holland Township has done work towards Task 13 (Wastewater Management Plan) and under the advice of the Highlands Council has not submitted invoices against that task as work is still in progress. It is our understanding that the Highlands Council has received comments from the DEP regarding our plan and we are awaiting the comments from the Highlands Council so as to finish this task and submit billing for payment from the Grant.*

*It was brought to our attention that Holland Township may submit to the Highlands Council invoices against Task 3 (Highlands Element) that related to the re-examination report of the Master Plan. At this time we are submitting invoices from our Planner, Group Melvin Design and for the advertising of the required Public Hearing. We are requesting that a total of \$3,941.41 be reimbursed from the Grant.*

*The itemized invoices are as follows:*

Group Melvin Design	Invoice 11177	\$ 750.00
Group Melvin Design	Invoice 11247	\$1,912.50
Group Melvin Design	Invoice 11259	\$1,237.50
NJN Publishing	Invoice S2557498000	\$ 41.41

*Our request to increase Task 3 Highlands Element/Master Plan to \$10,000.00 would mean that these invoices would be applied against that task thus reducing the \$10,000.00 by \$3,941.41 and would leave \$6,058.59 in the account once Holland Township has been reimbursed.*

*It should also be noted that we propose to add the Task regarding Redevelopment and Brownfield Opportunities. This project was identified in correspondence dated August 17, 2011 identified as the Township of Holland, Hunterdon County Highlands Implementation Plan and Schedule and it is the belief of those involved that this is something that Holland Township is interested in identifying. It has been discussed that Task 3 Highlands Element/Master Plan would reference the task Redevelopment and Brownfield Opportunities (keep in mind that Holland Township has two identified mills in the Township).*

*All parties involved have created an aggressive timeline to start working on and satisfying the Tasks. At this time, we await your favorable responses to our reallocation of Grant Funds as presented at this time. We do understand that if there is a need at a future date to revisit the redistribution of funds that we would be writing another proposal for your review.*

*Please feel free to contact us if you need further information or explanation. Our Secretary Maria Elena Jennette Kozak has been working with our Finance Officer and Grant Coordinator as well as with the Holland Township Highlands Council Sub-Committee, our professionals and your staff. Please feel free to reach Ms. Kozak at 908-995-0057.*

**-RESOLUTION** appointment Marie Elena Kozak as  
**RESOLUTION**  
Appointing Maria Elena Kozak to serve as the Township's Highlands "Exemption Designee" and authorizes her to attend the training program.

**WHEREAS** the New Jersey Department of Environmental Protection, the Highlands Water Protection and Planning Council has announced the first round of training sessions for the Highlands Area Delegated Exemption Certification Program; and

**WHEREAS** such training is applicable only to municipalities with approved Petitions for Plan Conformance; and

**WHEREAS** Holland Township has an approved Petition for Plan Conformance; and

**WHEREAS** this training program will permit municipalities to issue determinations for Highlands Act Exemptions 1, 2, 4, 5, 6, 7 and 8; and

**WHEREAS** Highlands Council authorization is required to begin issuing such determinations and requires several steps, including completion of this training program by the appropriate municipal officials,

**BE IT RESOLVED** by the Holland Township Committee, Township of Holland in the County of Hunterdon, state of New Jersey that Maria Elena Kozak is appointed to serve as the Township's "Exemption Designee" for Highlands Land Use matters, and authorizes her to attend the training program noted below.

Date	Host	Subject	Cost
Thurs. April 25 1:30 - 3:30 p.m.	Highlands Council office 100 North Road, Chester, NJ 07930	Highlands Area Delegated Exemption Certification Program	No cost

**-RESOLUTION**-hiring Christina Mueller  
**RESOLUTION**  
Authorization to hire Christina Mueller as part time  
Front Desk Help at Riegel Ridge Community Center

**WHEREAS**, the Township Committee of the Township of Holland is in need of Front Desk Help at the Riegel Ridge Community Center, and

**WHEREAS**, according to the Chief Financial Officer, there are sufficient funds available in the General Operations Municipal budget to pay for this employee, and

**WHEREAS**, this employee will be hired as an “at will” 12 month part-time employee, with a six months initial probationary period, starting as of the date of hire; and

**WHEREAS**, this employee may be required to wear a uniform prescribed by the Township, portions of which will be furnished by the Township and portions will be furnished by the employee; and

**WHEREAS**, this employee will report directly to the Director of Parks and Recreation, and

**WHEREAS**, a current copy of the Holland Township Employee Handbook has been made available to this employee for review and they will be required to comply with all policies in the handbook, and

**WHEREAS**, this employee will work 15-20 hours per week, and

**WHEREAS**, this employee will be required to attend and pass all required training; and

**WHEREAS**, this employee will be required to submit to all background checks required for their position.

**THEREFORE, BE IT RESOLVED** by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey, that Christina Mueller is hired as Riegel Ridge Community Center Front Desk Help at the 2013 rate of **\$8.50** per/hr. working under the supervision of the Director of Parks and Recreation until her background check has been completed.

**BE IT FURTHER RESOLVED**, that this resolution is effective April 16, 2013.

**-RESOLUTION-** Authorization for the CFO to purchase fuel

**RESOLUTION**

Authorization for the CFO to Purchase fuel through the  
Morris County Cooperative Pricing Council for the 2013 Calendar Year

**WHEREAS**, Holland Township needs to award contracts for the purchase of unleaded, heating oil and diesel fuel; and

**WHEREAS**, the Qualified Purchasing Agent has determined that the best prices for the fuel are available through the Morris County Cooperative Pricing Council, of which the Township is a member.

**NOW, THEREFORE, BE IT RESOLVED**, by the Holland Township Committee, Township of Holland, in the County of Hunterdon, state of New Jersey, that the Chief Financial Officer is authorized to make the following purchases for the 2013 calendar year:

Diesel Fuel – MCCPC Contract #12  
Finch Fuel Oil Company, Inc.  
Not to exceed \$40,000.00

Motor Gasoline – MCCPC Contract #1  
Allied Oil, LLC  
Not to exceed \$30,000.00

#2 Fuel Oil – MCCPC Contract #2  
Allied Oil, LLC  
Not to exceed \$40,000.00

**-RESOLUTION-** Professional Services Resolution-PB & POA Professionals

**RESOLUTION**

**PROFESSIONAL SERVICES**

**Resolution Authorizing the Award of a Contract for Certain Township Professionals Not Utilizing the Process Defined in the Third Definition Under N.J.S.A. 19:4A-20.7**

**WHEREAS**, there exists a need for Planning Board and Board of Adjustment professional , in the Township of Holland, County of Hunterdon, in the year **2013**; and

**WHEREAS**, there exists a need for the Township to hire a Planning Board Attorney, Planning Board Alternate Attorney and Planning Board Engineer, and

**WHEREAS**, there exists a need for the Township to hire a Board of Adjustment Attorney, Board of Adjustment Alternate Attorney and Board of Adjustment Engineer, and

**WHEREAS**, the Chief Financial Officer of the Township has certified that sufficient funds are available to pay the costs of professional services contracts for these purposes; and



**WHEREAS**, said Chief Financial Officer has certified that the contracts (recited below) with, Morrow and Morrow, Todd Bolig, Maser Consulting, Gianos & Phillips LLC, and Van Cleef Engineering Associates would exceed \$26,000 in value, and such parties have furnished to the Township [or will furnish prior to the effectiveness of an award of a contract to them] a Business Entity Disclosure Certification certifying that their entity has not made any reportable contributions under the New Jersey Local Unit Pay-To-Play Law (N.J.S.A. 19:4A-20.4 et seq.) and that they will not, during the term of their contract make any political contribution so reportable; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires a resolution authorizing the award of contracts for Professional Services without competitive bidding must be advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Holland, in the County of Hunterdon, New Jersey in a meeting assembled as follows:

(A) That the Mayor and Clerk of the Township of Holland are hereby authorized and directed to execute contracts with the following, all being for a one year period ending January 1, 2014, contingent upon receipt from each of the following where the contract would exceed \$26,000 of a Business Entity Disclosure Certification certifying that their entity has not made any reportable contributions under the New Jersey Local Unit Pay-To-Play Law (N.J.S.A. 19:4A-20.4 et seq.) within the 12-month period prior to the contract award, and that they will not, during the term of their contract make any political contribution so reportable, and also contingent upon receipt of a Political Contribution Disclosure Certification prescribed by N.J.S.A. 19:44A-20.26.

**Morrow and Morrow** of Clinton as Planning Board Attorney, having rendered Holland Township such service in the past.

**Todd Bolig**—of Clinton, NJ as alternate Planning Board Attorney and Board of Adjustment Attorney, having rendered Holland Township such services in the past.

**Gianos & Phillips LLC** as alternate Board of Adjustment Attorney

**Maser Consulting** 53 Frontage Rd. Suite 120, Clinton, New Jersey as Planning Board Engineers, having rendered Holland Township such services in the past.

**Van Cleef Engineering Associates** of Lebanon, NJ as Board of Adjustment Engineers

(B) These contracts are awarded without competitive bidding as a “Professional Service” in accordance with 40A:11-5-(1) (a) of the Local Public Contracts Law.

(C) This resolution shall be printed once in the Hunterdon County Democrat.

**-RESOLUTION-Professional Services Resolution-Assessor Services, LLC**

#### **RESOLUTION**

#### **PROFESSIONAL SERVICES**

#### **Resolution Authorizing the Award of a Contract for Certain Township Professionals Not Utilizing the Process Defined in the Third Definition Under N.J.S.A. 19:4A-20.7**

**WHEREAS**, there exists a need for professional appraisal inspections, enter data into the tax assessment system, and perform related services in connection with the 2013 Township wide Reassessment Program as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the professional to be awarded the contract under the Fair and Open Contracts process indicating he will provide this professional service for the amount set forth in the submitted proposal; and

**WHEREAS**, the professional set forth below has furnished [or will furnish prior to the effectiveness of an award of a contract to them] a Business Entity Disclosure Certificate that certifies he has not made any reportable contributions to a political or candidate committee in

Holland Township in the previous one year, and that the contract will prohibit this professional from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires a resolution authorizing the award of contracts for Professional Services without competitive bidding must be advertised; and

**WHEREAS**, it is anticipated that the termination of this contract is January 31, 2014.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Holland, in the County of Hunterdon, New Jersey that:

(A) That the Mayor and Clerk of the Township of Holland are hereby authorized and directed to execute said contract with Assessor Services LLC, of 414 Runyon Curt, Flemington, NJ to be compensated at the fees listed per the estimated number of line items in each property classification as follows:

Class 1	(143 lines)	@ \$12.00
Class 2	(1,867 lines)	@ \$28.00
Class 3A	(176 lines)	@ \$35.00
Class 3B	(252 lines)	@ \$12.00
Class 4	(33 lines)	@ \$40.00
Class 15	(87 lines)	@ \$28.00

(B) This contract is awarded without competitive bidding as a “Professional Service” in accordance with 40A:11-5-(1) (a) of the Local Public Contracts Law.

(C) This resolution shall be printed once in the Hunterdon County Democrat.

#### **BUSINESS FROM TOWNSHIP ATTORNEY**

#### **MEETING OPEN TO PUBLIC**

#### **EXECUTIVE SESSION-**

-RESOLUTION-to enter into Executive Session for the purposes of:

Action will/may/will not be taken when the Township Committee returns to Open Session

**ADJOURN** at\_\_\_\_\_